



Parks & Recreation Department

Job Description

Title: PARKS WORKER

Type of Job: Seasonal

Responsible to: Parks Supervisor

Location: Parks and Recreation Department

Job Scope:

1. Assist the Parks Supervisor in the performance of their duties
2. Maintain all park areas and facilities under the jurisdiction of the Parks and Recreation Department.
3. Assist other Parks and Recreation Department staff or other Town staff when required.
4. Assist in care and maintenance of all parks equipment.

List of Duties

1. Carries out routine maintenance tasks required.
2. Reports damage and accidents.
3. Conducts repairs and improvements.
4. Provides assistance to other Parks and Recreation Department staff and other Town departments as required.
5. Assists in maintenance and minor repairs to all parks equipment.

Education Required:

1. Good written and verbal communication skills.
2. Training in equipment maintenance, landscape maintenance or related subjects (preferred).

Special Knowledge and Skills

1. Valid Nova Scotia Driver's license - Class 5
2. Knowledge of techniques and skills required to perform maintenance duties.
3. Ability to learn new skills.
4. Ability to work under limited supervision.
5. Small equipment operation skills.
6. Current First Aid Certification

Work Experience Required:

1. Previous experience in park maintenance related work, or similar tasks.
2. Previous experience in tasks required to complete job duties.

Contacts:

1. Parks Supervisor
2. Parks and Recreation Director
3. Other Parks and Recreation Department staff
4. Other Town staff
5. General public

Supervision Exercised:

1. Supervises anyone assigned to them.
2. Supervision or monitoring of the condition and use of park areas and facilities.

Reporting Relationships:

1. Reports to the Parks Supervisor.
2. Written reports of inspections, damage, accidents.
3. Assists in preparing reports on work activities, special projects.

Other:

Completion of:

1. Consent for Disclosure of Criminal Record Information
2. Child Abuse Register – Request for Search
3. Driver's License Client Record Abstract

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